



Strategies for managing reading

Do you get bored with reading and find it hard to concentrate or stay awake?

Do you skip reading instructions and try to go ahead with the task anyway?

Do you get confused when reading and find yourself distracted?

Reviewing what aspects of reading affect you may help you find some strategies for managing reading more effectively. Being prepared and understanding what is required can often help address problems of attention and distraction. Taking an appropriate amount of time to read can help avoid problems with completing tasks successfully.

Aspect of reading	Issue	Suggested strategies
Putting off reading	Identifying the right materials to read and understanding why you need to read them	Check advice provided by your department (e.g. Moodle, module and/or assignment guidelines) on what you are expected to read
Getting started with reading	Preparing for reading and giving reading clear purpose	Use SQ3R (survey, question, read, recall, review) to structure your reading and be prepared to think about how you will use the materials you have read – how much is background; how much detail will you need?
Finding your place in the text	Losing track of what you have read so far	Bookmarks or sticky-notes Highlighting (on e-materials)
Dealing with vocabulary	Remembering words you have encountered before Dealing with unfamiliar words or spellings	Build a mini-glossary to capture definitions of core concepts in your own words (add a reference to a source for further information) Look at the beginning (prefix) and the end (the suffix) of words for clues to connect these to words you have already encountered



<p>Focusing on the text</p>	<p>Visual disturbance, skipping lines</p>	<p>Online materials</p> <ul style="list-style-type: none">- enlarge the font-size- try changing the background colour of your screen- TextHelp Read&Write (on the UoN network) or other 'text-to-speech' software can help by reading aloud online sources (or your own scanned documents, or even your draft written assignments) <p>Paper-based materials</p> <ul style="list-style-type: none">- coloured plastic overlaid on your page, or printing on coloured paper, may help minimise disturbance- use a ruler or sheet of paper to focus on reading a line/section of the page
<p>Making sense of the text</p>	<p>Improving comprehension</p>	<p>Start with the big picture and use visual clues to manage longer/complex texts (e.g. subheadings, images, tables/graphs)</p> <p>If there is a summary (abstract) or introduction, see if these help your understanding</p> <p>Visualise ideas and how they and the examples given relate to each other (mind-map)</p>
<p>Remembering what you have read</p>	<p>Managing notes</p>	<p>Look at how you make notes – what format you use, where you keep them, and how to relocate notes for use on another day</p>